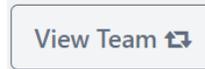




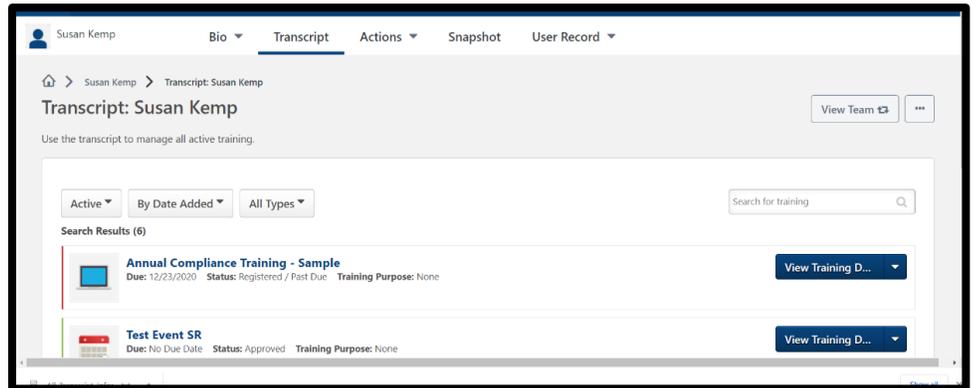
View and Print Team Member's Transcripts



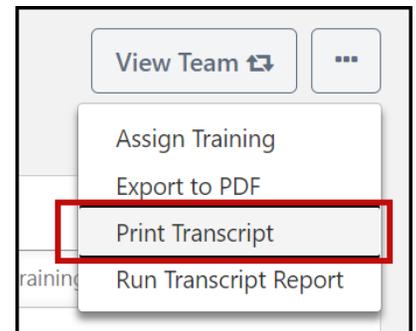
1. From your own transcript, select the **View Team** button.
2. On the left side of the screen, a list of your team members appears. Select the team member by **selecting their name**.



This will open their Transcript page on the Active tab.



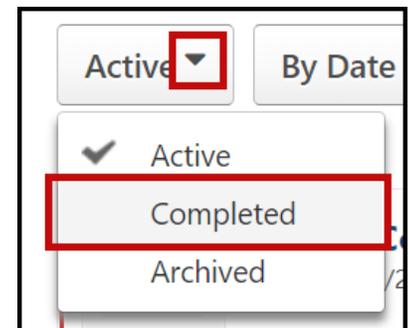
3. To print this Active tab page of the Transcript, select the **ellipsis button** . Select the **Print Transcript** menu choice.



4. On the resulting page, showing the Active Transcript of your team member, select the **Print button**  to send the displayed material to your printer.

5. Select the **Back button**  to go back to your team member's transcript.

6. To print a team member's transcript of completed training, select the **down arrow next to the word Active** in the upper portion of the white area of the Transcript. Select **Completed** from the resulting menu.



7. **Repeat steps 3 – 6 above** to print the page of completed training.

 **To obtain a comprehensive transcript report for a team member, including archived training, please request an *Enterprise Transcript Report* for the team member from your local administrator.**